



# Sam Houston State University

*A Member of The Texas State University System*

## PROCUREMENT AND BUSINESS SERVICES

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### Supplemental Letter for FY 2013 Semi-Annual HUB Report for Agency Number 753

Sam Houston State University (SHSU) continues in its "Good Faith Effort" to accelerate the University's Historically Underutilized Business (HUB) participation. The University has developed and maintains several initiatives to promote HUB participation.

- **HUB Coordinator** – The University maintains a full-time HUB Coordinator dedicated to work with all University departments in refining the University's good faith HUB participation efforts.
- **Outreach Programs** – The University is committed to purchasing goods and services from certified HUBs and participates in various events and outreach measures throughout the year which generate HUB awareness for the University's departmental needs. The following is a sampling of the initiatives for the first half of fiscal year 2013.

**Monthly**, attended monthly construction meetings with Physical Plant Staff and construction contractors to discuss ongoing projects that included HUB issues.

**Quarterly**, attended the monthly Huntsville's Main Street Economic Development Committee as representative of the University concerning HUB and Small Business vendors.

**September**, met with NWN, a major supplier of technology equipment to the University, and M&T Consulting to discuss the opportunities at the University and establishing a mentor/protégée agreement.

**October**, the University hosted the quarterly regional Texas University HUB Coordinators Association (TUHCA) at the Woodlands Center. Many of the area university HUB coordinators and several purchasers were in attendance as two HUB vendors made presentations.

**November**, assisted Level Infrastructure in the development of a listing of local area HUB concrete contractors for the Walker Education Center Parking Lot project.

**December**, visited with Hogan Paper Company, an Austin based Black American HUB vendor, and discussed possibilities of marketing paper products to the University.

**December**, conferred with The Texas State University System, about the CM@R solicitation for the Student Health and Counseling Center and the HUB plan requirements.

**January**, met with staff from Texas Department of Criminal Justice, SHSU's Small Business Development Center, Walker County and the City of Huntsville to hold the kick-off meeting to discuss our Annual HUB/Vendor Show.

**January**, met with Lumenate to discuss IT acquisition opportunities thru NEOS Consulting, their HUB reseller. Also informed Lumenate about the statewide Mentor/Protégé Program and provided information on how we can assist them in establishing a mentor/protégé relationship.

**February**, met with Bates Contracting, an African American HUB vendor, to discuss upcoming construction projects and marketing strategies to state universities and prime contractors bidding on our projects.

- **Pre-Bids & Training** – During this period seven (7) pre-bid conferences were held to encourage subcontracting with certified HUB's and explained the procedures in completing the HUB Subcontracting Plan and 16 departmental purchasing staff were trained on HUB University goals.
- **Mentor/Protégé Program** – Also during this period, the University sponsored the five following mentor/protégé relationships:
  1. Grainger, Inc. and Burgoon Company
  2. J.T. Vaughn Construction and McCaffety Electric Company
  3. NWN Corporation and M&T Consulting, LLC.
  4. Office Depot BSD and PDME/Hurricane Office Supply & Printing
  5. Steelcase and HUB Office Solutions, Inc.

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HUB Coordinator

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